

RFMS STEERING TEAM MEETING MINUTES

Meeting Type: Weekly Meeting Date: 18 Aug 04
 Meeting Time: 1000-1155 Meeting Place: Kaizen No Yochi

Present: DRE, XO, C10, C130 (Recorder/ Facilitators)

GROUP CALENDAR

16- 20 Aug	AQO on leave
17 - 27 Aug	CO on Leave and TAD to Hawaii
23-28 Aug	DRE to DG
23 - 27 Aug	XO and BM on TAD to Hawaii
24-25 Aug	NAVFAC PAC FEC Summit
Sept 04	CNO visits Japan
7-10 Sep	DRE on leave
15-17 Sep	DRE to Misawa
4 - 8 Oct	CO attending Commander's Conference
13-15 Oct	FY05 SBP Off-site Conference
25-29 Oct	CO TAD to DG with Engle and Ruehe
12-18 Jan 05	NAVFAC FE IG
Jan 05	CFAY Ordinance Inspection in Urago
Jan 05	CNRFE IG

1. 90 day Task List.

90-Day Task List	Person Responsible
Provide FISC partnership summary to CO	C10
CO will visit C800 on 11 Aug to brief on FISC partnership.	
Develop Regional Work Induction process for Hub (core) product/service delivery	DRE
DRE completed the package. He will brief CO on 16 Aug.	
Document roles and responsibilities of RFMS Steering Team in the OPS manual	XO
No update.	

2. Major Claimant 25 (NAVFACFE):

Mr. Shimokawa from C130PM shared status and confirmed data submission format and criteria with Steering Team members.

- Not include Military personnel.
- Gain columns: 1) USCS and 2) FNIH (MLC)/FNDH (OPG)
- Should indicate numbers including On-board count and active vacant

3. Review minutes of the last meeting:

Supplement for 3. Future NAVFACFE meeting, OPS meeting:

- BM is invited to OPS meeting.
- XO/BM will be a functional link for Support Line metrics.

4. Finalizing NAVFACFE Echelon IV Brief for Echelon III Summit:

- Members shared comments to enhance briefing quality.
- Quadrant chart indicating 3 metrics; 1) Efficiency; 2) Effectiveness; and 3) Cycle Time and 4) Comment
- DRE will reformat his metrics into the quadrant formation for each Business Line.

5. Goal Status Update